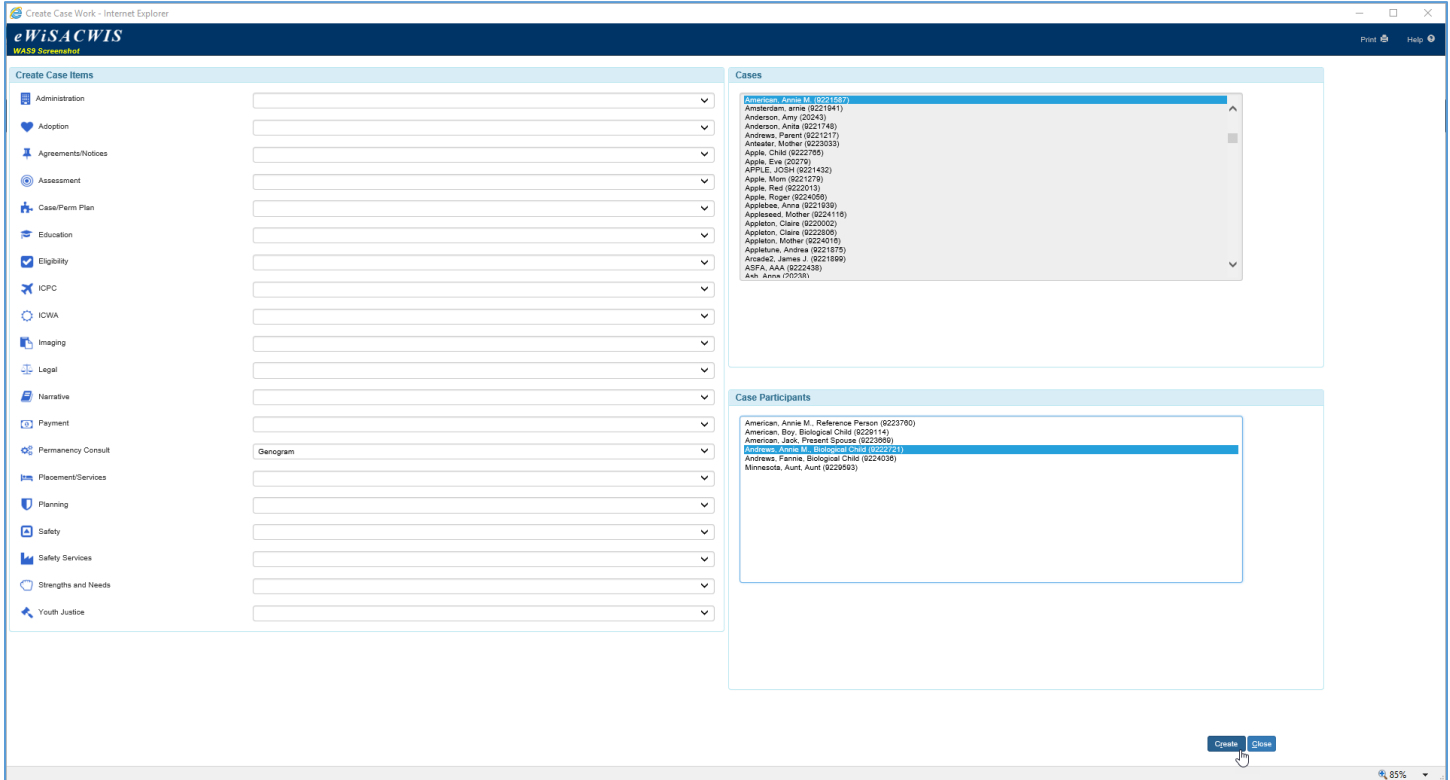


# Genogram

The Genogram page is a person specific page to create, copy, and document familial and emotional relationships revolving around a focus person to create a diagram to represent current family connections of a participant.

1. From the desktop, to create a Genogram select Create Case Work from the Actions drop down menu of a case or use the Create Case Work icon at the top of the page and select the Genogram from the Permanency Consult dropdown. Select a Case and Participant and click Create. Only one Genogram can be created per participant.

 Create case work



2. The Basic Information group box contains fields that are populated from Person Management of the focus person selected under Case Participants.
  - A. **Name:** Name of the focus person with a link to their Person Management page.
  - B. **DOB, Gender, Race, and Ethnicity:** can be modified on the Person Management by clicking the link.
  - C. **Age:** is calculated based on DOB entered on Person Management.
3. The Participants tab is where participants are selected. Any participants checked on this page will populate to the Family Tree and Life Functioning Indicators tab and Genogram tab to be displayed on the diagram. The focus person will automatically be checked and disabled. To change the focus person a separate Genogram will need to be created though Create Case Work.
  - A. The Participants group box shows all the participants on cases where the focus person is a participant (regardless of the status).
    - a) The **Select All** check box will toggle all participants to either be checked or unchecked.
    - b) The group box will display the participant **Name** linked to their Person Management page, **Gender, DOB, and DOD** from Person Management.
    - c) Each column in the search results table is sortable. To sort the columns in ascending or descending order, click on the blue column header.

Basic Information

Name: [Annie M. Andrews \(9222721\)](#)

DOB: 10/09/2005

Age: 14 Years

Gender: Female

Race: White

Ethnicity: Caucasian

Participants

Family Tree and Life Functioning Indicators

Genogram

History

Participants

<input type="checkbox"/> Select All	Name	Gender	DOB	DOD
<input checked="" type="checkbox"/>	<a href="#">American, Annie M. (9223790)</a>	Female	08/08/1970	
<input type="checkbox"/>	<a href="#">American, Boy (9228114)</a>	Male	01/01/2009	
<input checked="" type="checkbox"/>	<a href="#">American, Jack (9223989)</a>	Male	06/01/1973	
<input checked="" type="checkbox"/>	<a href="#">Andrews, Annie M. (9222721)</a>	Female	10/09/2005	
<input type="checkbox"/>	<a href="#">Andrews, Bernie (9222720)</a>	Male	10/03/2005	
<input type="checkbox"/>	<a href="#">Andrews, Fannie (9224038)</a>	Female	01/01/2000	
<input type="checkbox"/>	<a href="#">Minnesota, Aunt (9229593)</a>	Female		

B. The **Case Participants Information** expando will display all cases the focus person has been a participant on.

Case Participant Information

Case: 922182 - American, Annie M.

Name	Relationship to Reference Person	Gender	DOB	DOD
<a href="#">American, Annie M. (9223790)</a>	Reference Person	Female	08/08/1970	
<a href="#">American, Boy (9228114)</a>	Biological Child	Male	01/01/2009	
<a href="#">American, Jack (9223989)</a>	Present Spouse	Male	06/01/1973	
<a href="#">Andrews, Annie M. (9222721)</a>	Biological Child	Female	10/09/2005	
<a href="#">Andrews, Bernie (9222720)</a>	Biological Child	Male	10/03/2005	
<a href="#">Andrews, Fannie (9224038)</a>	Biological Child	Female	01/01/2000	
<a href="#">Minnesota, Aunt (9229593)</a>	Aunt	Female		

Case: 922182 - Andrews, Annie M.

Name	Relationship to Reference Person	Gender	DOB	DOD
<a href="#">Andrews, Annie M. (9222721)</a>	Reference Person	Female	10/09/2005	
<a href="#">Andrews, Bernie (9222720)</a>	Biological Child	Male	10/03/2005	

- Each Row displays a participant's **Name (Person ID)**, linked to their Person Management page, **Relationship to Reference Person** on the Case, as well as **Gender, DOB, and DOD** from Person Management.
- Each column in the table is sortable. To sort the columns in ascending or descending order, click on the blue column header.

- C. The **Relatives** group box will populate from the [Relative/Non-Relative Search](#) page, ICWA Record page, and the Siblings group box of the Child Recruitment and Permanency Exploration page.
- Each row displays a relative's **Name** and a **Relationship to Focus Person**. If the name is associated with the Person record, the name will display as a hyperlink followed by a Person ID. If a relative record is not linked to a Person ID, the name will display as a static text. For the Persons, the **Gender, DOB, and DOD** will prefill from Person Management. Selecting the name hyperlink will launch the Person Management page where Name, Gender, DOB, DOD, parents, etc. can be modified. For relatives who do not have the Person ID, the information will prefill from the source page, e.g. Relative/Non-Relative Search, ICWA Record, and Permanency Exploration and Child Recruitment. To update information for the relative without a Person Management page, select the Add/Edit link for the row to access the source page where Name, DOB, and DOD information can be modified.
  - Each column in the **Relatives** group box is sortable. To sort the columns in ascending or descending order, click on the blue column header.

Relatives						
Select All	Name	Relationship to Focus Person	Gender	DOB	DOD	
<input checked="" type="checkbox"/>	American, Alexis (9229935)	Biological - Full Sibling		05/05/2000		
<input checked="" type="checkbox"/>	Appleton, Nelly (9228133)	Biological - Maternal Step Sibling	Female	05/01/2012		

Additional Participants						
	Name	Gender	DOB	DOD	Relationship to Focus Person	
<input checked="" type="checkbox"/>	Johnson, John		11/01/1967	00/00/0000	<div><div></div></div> <div><div></div></div>	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	Louis, Jamie		00/00/0000	00/00/0000	<div><div></div></div> <div><div></div></div>	<a href="#">Delete</a>

Options: [Save](#) [Close](#)

- D. The Additional Participants group box is where a worker can document anyone outside of the case participants or relatives (from ICWA Record, Relative/Non-Relative Search, and Permanency Consultation and Child Recruitment pages) to be included on the Genogram. For example, maternal grandparents who are documented on the mother's Person Management but are not case participants and also have not been documented as Relatives, can be searched for and documented here.
- a) Clicking insert will launch the Participant Search page where one or more additional participants can be Searched or Created.

Participant Search

Search Criteria

Last Name:

First Name:

Person ID:

SSN:

DOB:

Gender:

Street:

City:

ZIP Code:

☐ Incl. AKA

Search Precision:  Low Med High

Sort By: Alpha

[Search](#) [Clear Fields](#)

Persons Returned

[Add Participant\(s\)](#) [Create](#)

Participants	Participant Name	Status	
	<a href="#">Johnson, John</a>	Search Found	<a href="#">Delete</a>
	<a href="#">Louis, Jamie</a>	Search Found	<a href="#">Delete</a>

[Continue](#) [Close](#)

- b) **Name, Gender, DOB, DOD:** is populated from Person Management if a Person ID is associate with the participant selected.
- c) **Relationship to Focus person:** There are two drop down choices to properly document the relationship to the focus person. The blue field is required on save. This information does not prefill into genogram, but is used for tracking purposes.

first

great

great-great

maternal half

maternal step

paternal half

paternal step

second

brother

brother-in-law

maternal aunt

maternal cousin

maternal grandparent

maternal uncle

nephew

niece

non-relative (connected to child&parent)

non-relative (connected to child)

non-relative (connected to parent)

parent

parent of sibling with custody

paternal aunt

paternal cousin

paternal grandparent

paternal uncle

sister

sister-in-law

- E. Deselecting a checkbox for a genogram participant will create a warning message:

Confirmation

Changes to the Genogram participant will update information on the Family Tree and Life Functioning Indicators tab. Do you want to continue?

Yes No

- a) Select 'Yes' to allow eWiSACWIS to deselect the selected participants on the other tabs or 'No' to keep the participants unchanged.

4. The Family Tree and Life Functioning Indicators tab displays the MMH information, familial relationships, and emotional/legal relationships between participants selected.

A. The Family Tree and Life Functioning Indicators group box lists all participants selected on the Participants tab.

- a) **Person Name:** This column lists all genogram participants selected on the Participants group box. If a participant has a Person ID, the name will be displayed as a hyperlink followed by the Person ID. Selecting the link launches the editable Person Management page. The name of a participant without a Person ID will display as a text. To modify the name of a participant who does not have a Person ID, select the Add/Edit link on the Participant tab.
- b) **Parent 1/Parent 2:** These two columns display the parents of a genogram participant. Filled and modified from Parent Info tab of a Person Management page if a genogram participant has a Person Management page. When a genogram participant does not have a Person Management page, select values from the drop-down fields for the row.
- c) **Couple Type:** Filled and modified from Current Relationship of Parents to Each Other field on the Parent Info tab of a Person Management page of a genogram participant associated with the Person ID. Hover over **Details** for more information. Please note, that if you select either Unknown or Other value, the system will not display either value in the Couple Type field. Also, always document current relationship status of the parents. For example, for the siblings having the same parents, the Couple Type value should reflect current relationship between the parents and should be the same for all siblings, regardless of what the relationship between the parents was at the time of the sibling's birth. Select an appropriate Couple Type value for a genogram participant who does not have a Person ID.
- d) **Mental Health:** Filled and modified from Person Management page, Supplemental MMH and/or Characteristics tabs.
- e) **Developmental Health:** Filled and modified from Person Management page, Supplemental MMH and/or Characteristics tabs.
- f) **Substance Abuse:** Filled and modified from Person Management page, Characteristics tab.
- g) **Medical Condition:** Filled and modified from Person Management page, Supplemental MMH and/or Characteristics tabs.

**Note:** If a participant is not associated with a Person ID, the checkboxes for these fields are located on the Relative/Non-Relative Search page. The Life Functioning Indicators for participants (without a Person ID) who were prefilled from the ICWA Record page and Siblings groupbox on the Permanency Exploration and Child Recruitment page cannot be modified/edited.

Genogram - Internet Explorer

**eWiSACWIS**  
WASS ScreenShot

Print Help

**Basic Information**

Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/09/2005 Age: 14 Years  
Gender: Female Race: White Ethnicity: Caucasian

Participants Family Tree and Life Functioning Indicators Genogram History

**Family Tree and Life Functioning Indicators**

Person Name	Parent 1	Parent 2	Couple Type Details	Mental Health	Developmental/Intellectual	Substance Abuse	Medical Condition
<a href="#">American_Alexis (9229935)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">American_Annie M. (9223790)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">American_Boy (9229114)</a>	<a href="#">American_Annie M. (9223790)</a>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">American_Jack (9223959)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Andrews_Annie M. (9222721)</a>	<a href="#">American_Annie M. (9223790)</a>	<a href="#">American_Jack (9223959)</a>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Andrews_Bernie (9222720)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Andrews_Fannie (9224036)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Appleton_Helly (9228133)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Johnson_John (9230215)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Louis_Jamie (9230216)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Minnesota_Aunt (9229993)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Current and Past Relationships**

Partner 1 Partner 2 Relationship Type

**Emotional/Legal Relationships**

Options:

- h) Parent 1 and Parent 2 of selected participants are automatically displayed on the Genogram diagram with the couple type listed in Person Management. If there is no couple type listed or if the couple type has changed it can be updated in Person Management of the corresponding participant.
- i) The tab will automatically update with any changes made to Person Management. Notice the update to MMH information below.

Participants Family Tree and Life Functioning Indicators Genogram History

**Family Tree and Life Functioning Indicators**

Person Name	Parent 1	Parent 2	Couple Type Details	Mental Health	Developmental/Intellectual	Substance Abuse	Medical Condition
<a href="#">American_Alexis (9229935)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">American_Annie M. (9223790)</a>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">American_Boy (9229114)</a>	<a href="#">American_Annie M. (9223790)</a>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">American_Jack (9223959)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Andrews_Annie M. (9222721)</a>	<a href="#">American_Annie M. (9223790)</a>	<a href="#">American_Jack (9223959)</a>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Andrews_Bernie (9222720)</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. The **Additional Current and Past Relationships** group box is where familial relationships can be documented between all participants whose unions did result in children (designated as genogram participants).
- Click the **Insert** button to add a row. See 3.D.a
  - Partner 1:** List of selected participants to be identified in a familial relationship
  - Partner 2:** List of selected participants to be identified in a familial relationship
  - Relationship Type:** Select an option from the drop down. .

**Note:** Adding more than one familial relationship to the same couple will create an error on save and the relationship will need to be updated on either Person Management or in the Additional Current and Past Relationships group box.

- Delete:** Hyperlink to remove a row.

**Errors (1)**  
 • There is more than one Relationship Type value identified between Partner 1: American, Annie M. (9223780) and Partner 2: American, Jack (9223699) in the Additional Current and Past Relationships group box.

**Basic Information**

Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/06/2005 Age: 14 Years  
 Gender: Female Race: White Ethnicity: Caucasian

**Participants** **Family Tree and Life Functioning Indicators** **Genogram** **History**

Participant	Family Tree and Life Functioning Indicators	Genogram	History
<a href="#">Andrews, Annie M. (9222721)</a>	<a href="#">American, Annie M. (9223780)</a>	<a href="#">American, Jack (9223699)</a>	
<a href="#">Andrews, Bernie (9222720)</a>			
<a href="#">Andrews, Fannie (9224038)</a>			
<a href="#">Appleton, Nelly (9228133)</a>			
<a href="#">Johnson, John (9230219)</a>			
<a href="#">Louis, Jamie (9230216)</a>			
<a href="#">Minnesota, Aunt (9229593)</a>			

**Additional Current and Past Relationships**

Partner 1	Partner 2	Relationship Type	
<a href="#">American, Annie M. (9223780)</a>	<a href="#">American, Jack (9223699)</a>	Married	<a href="#">Delete</a>
<a href="#">American, Annie M. (9223780)</a>	<a href="#">American, Jack (9223699)</a>	Former Couple Married Separated Temporary Relationship Unmarried Partners	<a href="#">Delete</a>

**Emotional/Legal Relationships**

Participant 1	Emotional/Legal Relationships	Participant 2	
<a href="#">American, Annie M. (9223780)</a>	Abusive towards	<a href="#">Andrews, Annie M. (9222721)</a>	<a href="#">Delete</a>
<a href="#">Louis, Jamie (9230216)</a>	Hostile	<a href="#">Andrews, Fannie (9224038)</a>	<a href="#">Delete</a>

Options:

C. The **Emotional/Legal Relationships** group box is used to document emotional relationships between any two participants of a genogram. .

- Click the **Insert** button to add a row. See 3.D.a
- Participant 1:** List of selected participants to be identified in a familial relationship
- Emotional/Legal Relationships:** List of selected participants to be identified in a familial relationship
- Participant 2:** List of selected participants to be identified in a familial relationship
- Delete:** Hyperlink to remove a row.

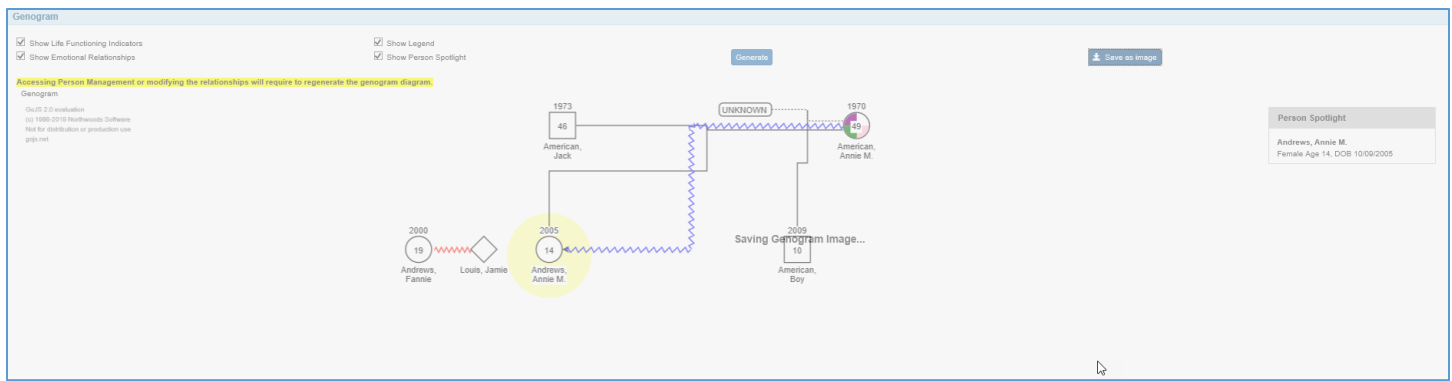
5. The **Genogram** tab allows to define viewable elements of the Genogram diagram, generate the online Genogram diagram, modify the online diagram, and save the online image.

- Saving will be required prior to any modifications to this tab. Also, the page should be saved after the changes were made on the first two tabs prior to generating the genogram diagram.
- The default genogram displays familial relationships if documented on the Person Management of genogram participants or on the Family Tree and Life Functioning Indicators tab. Selecting checkboxes can display additional elements on a diagram. For example, the Personal Spotlight can be added or removed from the diagram by selecting/deselecting the Show Person Spotlight checkbox. Checking or unchecking any checkbox will regenerate the diagram on the tab.

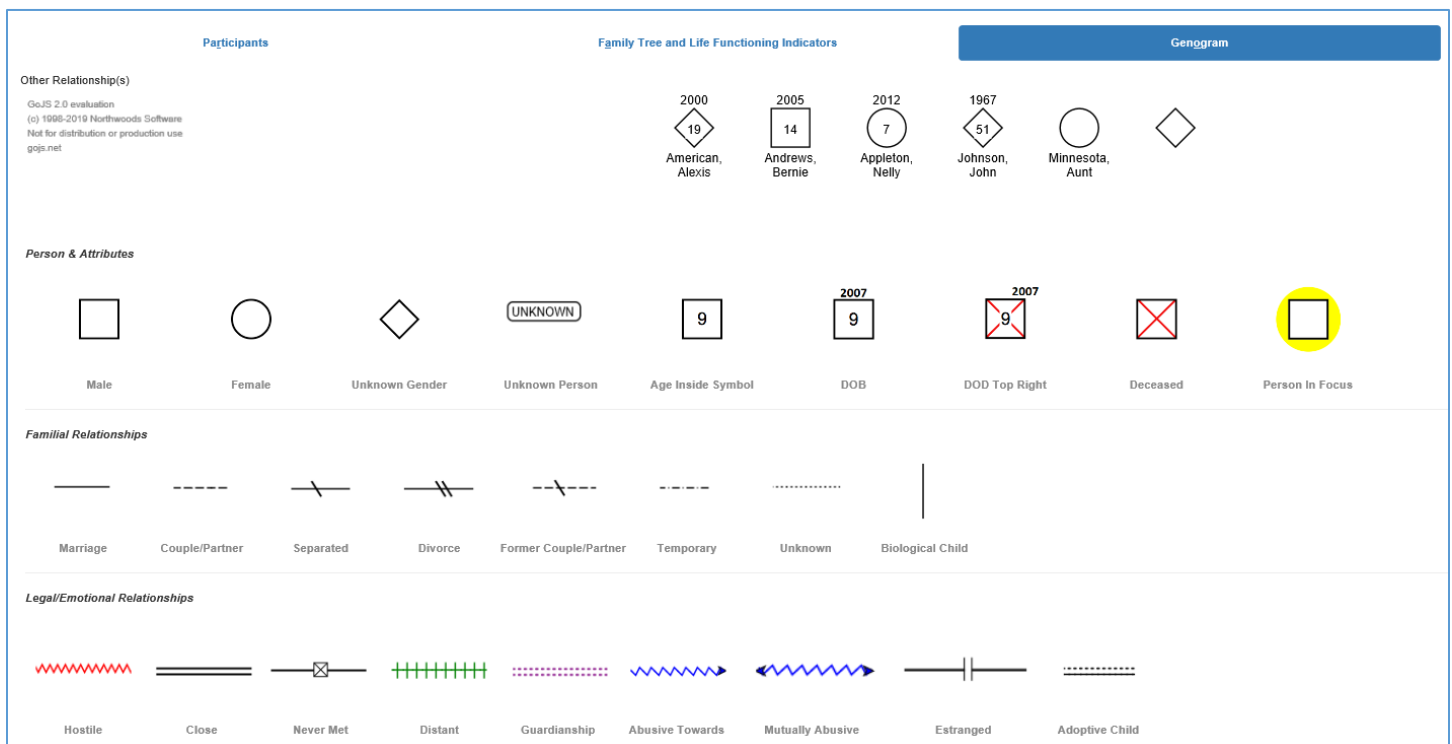
- C. **Show life functioning Indicators** checkbox will add the **Mental Health, Developmental/Intellectual, Substance Abuse, and/or Medical Conditions** identified on the **Family Tree and Life Functioning Indicators** tab.
- D. **Show Emotional Relationships** checkbox will add the Emotional Relationships identified on the **Family Tree and Life Functioning Indicators** tab.
- E. **Show Legend** checkbox will display a legend for all possible relationships and MMH that are identifiable on a diagram.
- F. **Show Person Spotlight** will display **Name, Gender, Age, DOB, and any Life Functioning Indicators** identified on the **Family Tree and Life Functioning Indicators** tab for the focus person of the Genogram. The **Person Spotlight** will display information for any participant that is selected during modifying the diagram. Please remember to always select the focus person on a diagram before saving it as image if it was modified.

**Note:** Modifications needed on a Genogram diagram will need to either be made on the **Participants** tab, the **Tree and Life Functioning Indicators** tab, or on **Person Management**.

- G. The **Generate** button will at any time after a save, generate or refresh the Genogram diagram online. **Any modifications made to the online diagram will be lost if regenerated.**
- H. The **Save as Image** button will save the current online image with an image name of the focus person in a picture (jpeg) format.
  - a) The image will be searchable by selecting **Imaging Search** from the **Actions** dropdown on the Case or on the desktop. Genograms are person specific and will be listed under the **Permanency Consultation Category** and **Genogram (auto) Type**. Additional security is needed for the **Imaging Search** page.
  - b) The images will also be listed on the **History** tab of the **Genogram** page after the each save is completed.



**Note:** Participants selected but not connected by a **Familial Relationship** or an **Emotional/Legal Relationship** will display at the bottom of the diagram. This would include **Parent 1** and **Parent 2** of any selected participant, who were not documented on the participant's Person Management as parents. To include them in the diagram, either add them to the Person Management of a genogram participant, or add a **Familial Relationship** or an **Emotional/Legal Relationship** connecting them to the other participants. To remove them from the diagram uncheck them as participants. Modifications can be done on the **Participants** tab to remove them or the **Family Tree and Life Functioning Indicators** tab to add a Familial Relationship or an Emotional/Legal Relationship.



a) The optional legend will display a key to identify Person & Attributes, Familial Relationships, Legal/Emotional Relationships, and Characteristics.





Genogram - Internet Explorer

### Imaging

#### Participant Details

Name: Andrews, Annie M. (9222721) Worker:

#### Image Details

Date of Document: 10/24/2019

Category: Permanency Consultation

Type: Genogram (auto) ▼

File Name: Annie M. Andrews.jpeg [View](#)

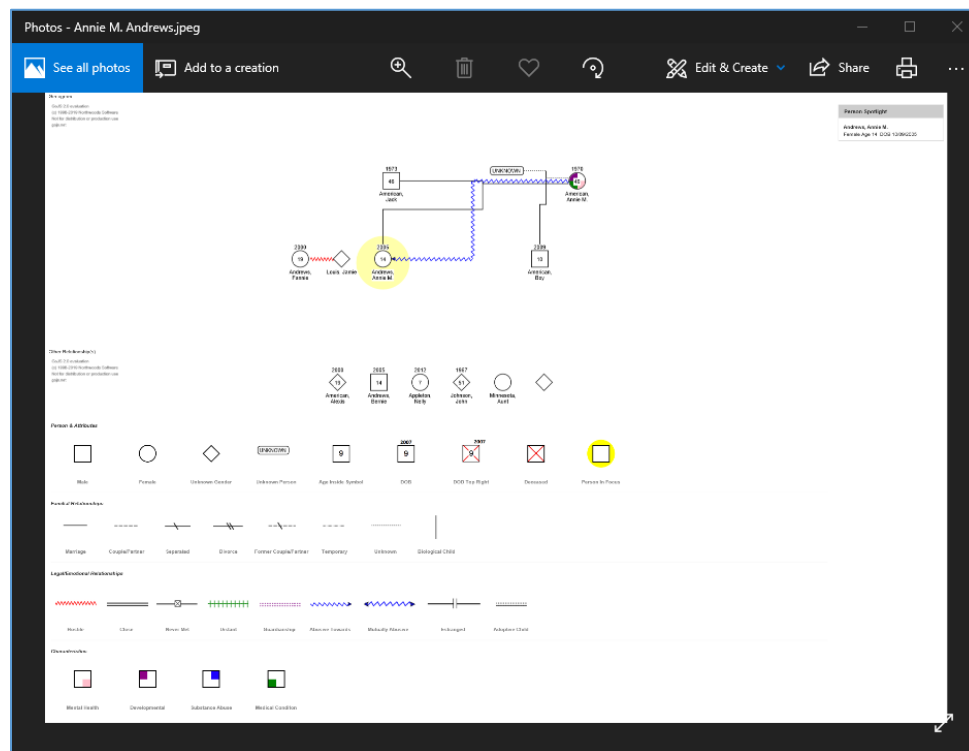
[Browse](#)

Comments:

Last Updated By: Caitlin C. Cake

6. The **History** tab is a page that will display a history of the saved diagram images at any given time.
- A. The **Genogram Images** group box will list the history of documents with the most recently saved documents at the top.
- a) **Date:** The date a diagram was saved. This fields will show as a link to the document saved and launch the **Imaging** page where the picture was saved from the **Genogram** tab.
1. Click the **View** hyperlink to launch the image.

**Note:** The image will be launched in Photos. Modifications done in photos will not be saved to the eWiSACWIS image.



2. Click the **Delete** button on the Imaging page to remove the image from the **History** tab.
- b) **Created By:** The worker that saved the image.
- c) **Narrative:** A detailed description of the Genogram created and saved.

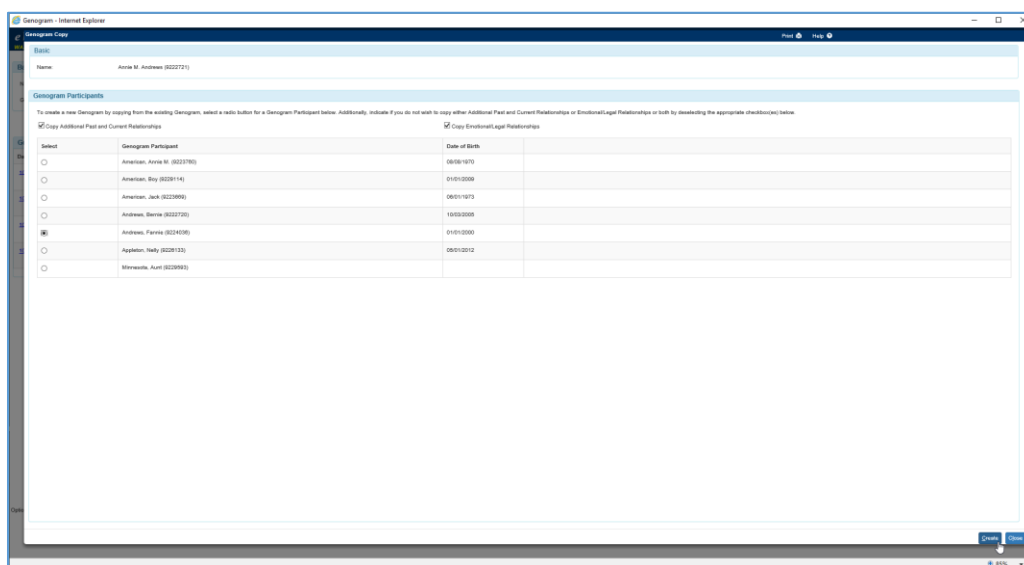
B. To close the Genogram at any time, click the **Close** button on any tab.

7. All tabs will allow a worker the option to copy the current information into a new Genogram.

A. From the **Options** dropdown, select **Copy**, and click the **Go** button.



8. The **Genogram Copy** page will allow a worker to select to include or exclude currently defined relationships by checking or unchecking **Copy Additional Past and Current Relationships** and **Copy Emotional/Legal Relationships**. Selecting a radio button for a new focus person and clicking **Create** will create a new Genogram page for the new participant selected.

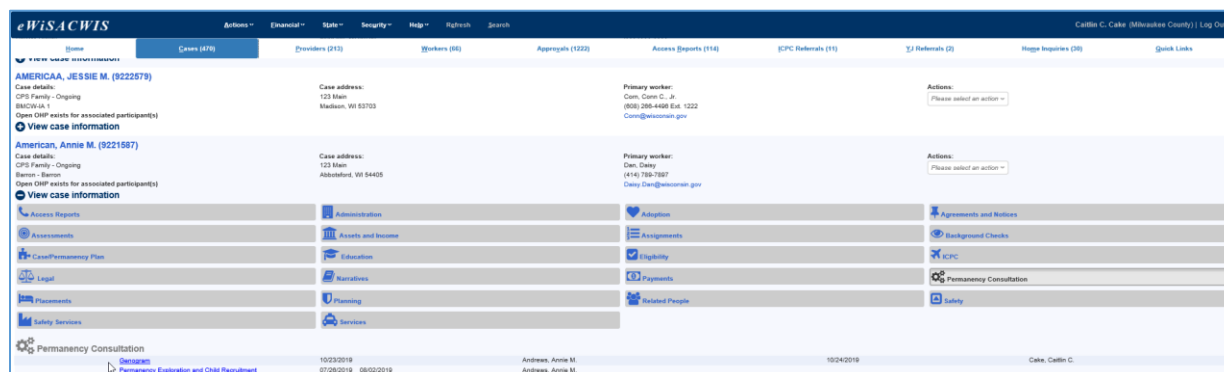


A. All the participants selected from the previous Genogram will be checked on the new **Participants** tab. The **Case Participant Information** expando will update to the Cases the focus person is an active participant on. Any participants from the previous Genogram that are not participants on any of the cases listed will be added to the new Genogram as Additional Participants.

a) **Additional Participants; Relationship to Focus Person** must be identified before saving the page. Uncheck the participant or click the **Delete** hyperlink to remove them from the Genogram diagram.

b) Follow steps 2 through 6 to create a Genogram with the new focus person.

9. To locate an existing Genogram, from the desktop, select the **Cases** tab, click **View case information** on a case, click the **Permanency Consultation** topic on the outliner, locate and click the corresponding **Genogram** hyperlink to launch the page. The Genogram will launch in View only if a focus person is an inactive participant under that case.



10. A saved **Genogram** page for a person can also be located on the **Child-Centered Exploration** tab on the [Permanency Exploration and Child Recruitment](#) page. The **Genogram** group box displays a hyperlink to the **Genogram** page, a location to upload a Genogram image, and a history of the images created and saved on the Genogram page. The **Auto Image Date Completed** hyperlink and the **Auto Image Genogram Narrative** fields are populated from the **History** tab on the **Genogram** page.

Permanency Exploration and Child Recruitment - Internet Explorer

**eWISACWIS** Print Help

**Basic Information**

Child Name:	<a href="#">Aunie M. Andrews (3222721)</a>	DOB:	10/09/2005	Age:	14 Years
Gender:	Female	Race:	White	Ethnicity:	Caucasian
Eligibility for Tribal Membership:	<input type="checkbox"/>	Legal Permanency Status:		Level of Need:	
				Effective Date:	

[General](#) **[Child-Centered Exploration](#)** [Family Find and Engagement](#) [Recruitment](#) [Foster Home Matching](#) [Adoption Matching](#)

**Permanency Pact**

If a Permanency Pact was completed, scan in a copy of the signed Permanency Pact. Indicate who participated in the discussion and document any important information learned from the activity in the narrative box.

Date Completed		Permanency Pact Narrative	
----------------	--	---------------------------	--

[Insert](#)

**Genogram**

[Genogram](#)

If a Genogram was completed outside of e-WISACWIS, scan in an image of the completed activity. For all Genograms, indicate who was involved in the activity and document any important information learned in the narrative box.

Date Completed		Genogram Narrative	
----------------	--	--------------------	--

[Insert](#)

<b>Auto Image Date Completed</b>	<b>Auto Image Genogram Narrative</b>
<a href="#">10/25/2019</a>	<div></div>
<a href="#">10/25/2019</a>	<div></div>
<a href="#">10/25/2019</a>	<div></div>
<a href="#">10/24/2019</a>	<div></div>

**Data Mining**

If Data Mining was completed, please scan in the results and indicate any important information learned in the narrative box.

--	--	--	--

Options:  [Go](#) [Save](#) [Delete](#)

85%